WHAT IS ZOOM AI COMPANION?

The AI Companion in Zoom provides powerful artificial intelligence (AI) support for participants during or after cloud-recorded Zoom staff meetings. During meetings, participants can ask questions such as "Catch me up", or "What are the action items?" to get quick summaries of items missed due to being late or stepping away. After the meeting, the host will receive the "Smart Recording" which contains not only the video recording and transcript, but also highlights, smart chapters (with video timestamps), and next steps outlined for a quick overview to share with participants. We encourage that you will use the AI companion features responsibly and in accordance with CSULB's AI guidelines.

ZOOM AI COMPANION FEATURES

- Meeting Summary
- In-Meeting Questions

- Smart Recording
- AI Companion Whiteboard

BEST PRACTICES FOR OPTIMIZING STAFF MEETINGS

AI Companion Whiteboard

With Whiteboard Content Generation, you can enhance the whiteboard experience by unlocking visual ideation. This feature allows users to generate ideas, refine and expand existing content and add objects to a canvas with a single click.

To Enable Whiteboard Content Generation with AI companion

- Following the Zoom web portal login instructions at the top of this page
- Scroll down to enable or disable Whiteboard Content Generation

More information about enabling whiteboard content generation with AI Companion is available on the Zoom Support webpage.

Meeting summary

Zoom AI Companion will generate meeting summaries and send them to the meeting host for review. Follow the directions for enabling Meeting Summary.

CSULB Staff can use Zoom AI Companion to generate meeting summaries based on your hosted meetings. These summaries could benefit co-workers who may have missed the meeting, and it may also help stakeholders focus on the main points that were discussed during the meeting.

- We recommend to review & edit the summaries as needed before sharing with stakeholders.
- When reviewing the summaries, you can also add in comments to highlight important information or link out to resources in ways that emphasize points made during meetings.
- *Limitations to consider*:
  - o Zoom AI Companion summaries may not always be accurate or may poorly communicate context, so reviewing the content before sharing is necessary.
  - o The Zoom AI Companion summaries are considered a supplement, not a replacement, for note taking.

Smart Recording

Zoom AI Companion's Smart Recording automatically divides cloud recordings into smart chapters for easy review, to highlight important information, to create next steps for attendees to take action, and even to provide the host with analytics data.

Follow the directions for enabling Smart Recording.

- **Note**: Smart Recordings will be retained for 180 days
- Smart Chapters are editable before sharing.
- The Smart Recording will automatically generate a list of "Next Steps," action items that were discussed during the class or meeting. This function may be more relevant to *meetings* versus *classes*. We recommend reviewing for accuracy.
- Limitations to consider:
  - o If you want to re-use a lecture video from year to year, be sure to move it from

Zoom to [Kaltura](#), then review and edit the auto-generated transcript for accuracy.

- When AI Companion is enabled, it collects "Meeting Coach" data by default (i.e., talk speed, talk-listen ratio, longest monologue, filler word usage, and patience). This feature can be turned off in your Zoom settings. Consider if this provides benefit to you.

Ask In-Meeting Questions

This functionality allows meeting participants to ask AI Companion to answer questions about the content of the meeting.

- Follow the directions for [asking In-Meeting Questions](#)
- How staff might use it:
  - The intended purpose of this tool is to help people catch up when they arrive late to meetings. Those who arrive late can ask AI Companion to answer prompts such as: "Catch me up" or "What are the action items?".